



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Financial Section

Division: Missouri Gaming Commission

Sub-Section:

**TITLE:** Bank Statements and Reconciliations

**CUTOFF:** EOSFY

**DESCRIPTION:** Casino tax account bank statements and Missouri Gaming Commission bank reconciliations of those accounts.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 1824

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Cash Reserve Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Requirement letters for casino cash bankroll, gaming tax, and admissions accounts along with support submitted by the casino to ensure balances are appropriate.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23037

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Casino Bank Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Daily bank records used to verify daily deposits of tax reported on the tax return.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23038

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Financial Section

Division: Missouri Gaming Commission

Sub-Section:

**TITLE:** Corporate Securities and Finance Transaction Report Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Financial documents on Riverboats and Suppliers that are licensed to operate in Missouri.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 1793

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Daily Tax Transmittals and Independent CPA audits

**CUTOFF:** EOSFY

**DESCRIPTION:** Daily tax returns with admissions, tables, and slot back-up worksheets submitted daily by the casino along with any other requested documentation. Independent CPA firm audits submitted to the Missouri Gaming Commission for review of the financials and findings.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23036

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Financial Statements

**CUTOFF:** EOSFY

**DESCRIPTION:** Balance Sheet, Income Statement, Statement of Changes in Stockholder's Equity, Cash Flow Statement, Payroll Statement, and Analysis of Cash on Hand and in Bank, submitted by casino's quarterly and monthly Screen A reports which includes slot and table detail.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23047

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Financial Section

Division: Missouri Gaming Commission

Sub-Section:

**TITLE:** Industry Reports, Financial Analysis

**CUTOFF:** EOSFY

**DESCRIPTION:** Annual and quarterly financial reports submitted by casinos to the Missouri Gaming Commission.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 1812

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** On-site Financial Review Workpapers and Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** On-site tax audit reports and workpapers for each casino completed by Missouri Gaming Commission staff.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 1826

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009